



**DEPARTMENT OF THE NAVY**  
**NAVAL SUPPLY SYSTEMS COMMAND**  
**WASHINGTON, D.C. 20376**

NAVSUPINST 4230.37A  
NAVSUP 02X  
09 APR 1996

NAVSUP INSTRUCTION 4230.37A

Subj: NAVAL CONTINGENCY CONTRACTING PROGRAM

Ref: (a) Joint Pub 4-0  
(b) SECNAVINST 5300.36 Series  
(c) Naval Contingency Contracting Handbook  
(d) NAPS Part 1  
(e) NAVSUPINST 4200.81 Series  
(f) OPNAVINST 3061.1 Series  
(g) BUPERSINST 1001.39 Series

Encl: (1) Naval Contingency Contracting Program Assignments  
(2) Sample Letter for Appointment to Contingency Contracting Team

1. Purpose. To revise and reissue guidance and procedures for establishing and maintaining a viable Contingency Contracting Program capability within the Department of the Navy (DoN). This instruction is a complete revision and should be read in its entirety.

2. Cancellation. NAVSUPINST 4230.37

3. Background

a. In recent years, crisis situations worldwide have required the rapid deployment of personnel to support United States national interests. These contingencies in Operations Other Than War (OOTW) have involved military and other public, joint, or allied elements. Contingencies require planning, rapid response, flexible procedures, and integration of efforts.

b. The need for a viable contingency contracting capability arises from the complex nature of the acquisition process and the necessity to support joint or multinational forces. A trained contracting cadre to support contingency operations ensures that proper methods are employed in the procurement of supplies and services and that responding forces receive the required logistics resources to perform their mission. Localized contracting reduces the dependence on CONUS-based logistics systems, reduces response time, and frees up critical storage space within military airlift and sea lift channels. Properly executed, a contingency contracting capability becomes an "arrow in the quiver" of the force commander and can be used as a force multiplier.

c. The DoN's Contingency Contracting Program is based upon a triad concept of support elements: the existing infrastructure of the CONUS and OCONUS regional contracting activities of the Navy Field Contracting System; the existing worldwide network of husbanding services contracts; and the military and Navy civilian contracting personnel designated for rapid deployment under this program. Prospective use of husbanding services contracts for littoral support during OOTW together with trained, deployable contingency contracting personnel provide the Commander in Chief (CINC) with flexibility as well as a sustainable surge capability.

d. It is expected that Navy organic military and civilian personnel assigned under the auspices of the Naval Contingency Contracting Program will normally supplement existing contracting operations established in-theater. Joint or multinational contracting operations will usually be established by the applicable CINC Acquisition and Contracting Board under the authority of reference (a). Program personnel may also be deployed to back-fill forward deployed personnel at designated Navy field contracting activities. Consequently, deployed personnel will normally exercise warrant authority under the Head of Contracting Activity (HCA) of the lead Service Component in-theater.

e. To effectively support the contingency mission, it is incumbent upon the DoN to ensure that military and civilian augment personnel meet the statutory warrant qualifications as delineated in reference (b).

f. Express information regarding planning for contingency contracting operations; in-theater contracting procedures; and applicable procurement policies germane to contingency contracting operations can be found in reference (c). Reference (c) also details supplies and supports equipment associated with the deployment of assigned augment personnel.

4. Policy. The Assistant Secretary of the Navy (Research, Development, and Acquisition) (Acquisition Business Management) (ASN (RD&A)(ABM) has delegated authority to the Naval Supply Systems Command (NAVSUP) to coordinate the Naval Contingency Contracting Program. This authority is derived from NAVSUP's responsibility as HCA for the Navy Field Contracting System (NFCS). In accordance with reference (d), NAVSUP, through the NFCS, is responsible for contracting for supplies and services throughout the DoN for which no other contracting authority, office, or command is otherwise delegated specific contracting authority.

5. Program Objective. The Naval Contingency Contracting Program is chartered to provide logistics support to the Fleet and designated joint or multinational forces in support of their mission and in both operations OOTW and Major Regional Conflicts (MRC). This includes support for contingency contracting functions through the dedication of personnel, resources and centralized policy coordination within DoN. This is accomplished through the following program elements:

a. Designation of Commander, NAVSUP, as the central point of contact within DoN as the coordinator for the Naval Contingency Contracting Program.

b. Designation of the existing infrastructure of the regional buying activities of the NFCS as the anchor of DoN's contingency contracting capability.

c. Designation of Commanding Officer, Naval Regional Contracting Center (NRCC), Naples, as having Program Management responsibility for the Navy's worldwide husbanding services contract network.

d. Identification of Defense Acquisition Work force improvement Act (DAWIA) statutory requirements and other necessary qualifications for military and Navy civilian contingency contracting personnel.

e. Establishment of procedures to select, assign, and rotate military and Navy civilian personnel assigned within the Naval Contingency Contracting Program.

f. Identification of designated active military and civilian contracting personnel available to deploy in support of contingency operations within 72 hours.

g. Identification of necessary support equipment and supplies (contracting support kit) for organic contingency contracting operations.

h. Establishment and maintenance of general contingency contracting procedures codified in a Naval Contingency Contracting Handbook.

6. Scope. This instruction applies to all DoN commands, activities and organizational elements exercising delegated contracting authority under the HCA of the Naval Air Systems Command, Naval Sea Systems Command, and the NAVSUP.

## 7. Definitions

a. "Acquisition" means acquiring by contract with appropriated funds, supplies or services by and for use of the federal government. Acquisition begins at the point when organizational needs are established and includes, as a subset, the contracting process.

b. "Contingency" is defined for purposes of this instruction as any operation involving the activities of U.S. forces in OOTW and MRC.

c. "Contingency contracting" is the process of contracting for available supplies and services in immediate local support of

deployed units, posts, camps, or stations during a contingency operation.

d. "Contracting" is purchasing, renting, leasing, or otherwise obtaining supplies or services from nonfederal sources. Contracting includes description of supplies and services required, selection and solicitation of sources, preparation and award of contracts, and all phases of contract administration. It does not include making grants or cooperative agreements.

e. "Defense Acquisition Work force Improvement Act" (DAWIA) (PL 101-510) establishes statutory standards for education, training, and experience levels that must be met prior to certain personnel assignments within the DoD acquisition community. DAWIA also establishes statutory qualifications for all warranted contracting officers authorized to award or administer contracts above the authorized Simplified Acquisition Threshold (SAT).

f. "Head of Contracting Activity" (HCA) is the individual cited by FAR, DFARS, or NAPS having overall responsibility for managing the contracting activity.

g. "Husbanding Services" is a nonpersonal services contract awarded for support of fleet units in foreign ports. The contract duplicates a variety of littoral logistics support services commonly available from CONUS regional supply operations.

h. "Operations Other Than War" (OOTW) are defined as including disaster relief and civil disturbance operations; support to counter drug operations; civil affairs; humanitarian assistance; foreign nation assistance in support of human rights; security assistance; peacekeeping and peace enforcement operations; noncombatant evacuation operations; anti-terrorism operations; and other operations outside of a MRC as defined by competent authority.

i. "Simplified Acquisition Threshold" (SAT) is the monetary threshold for exercising contracts under the authority of FAR Part 13. The SAT is \$100,000. The SAT for contracts locally awarded outside of the United States in direct support of a declared contingency operation is \$200,000.

j. "Supplies" includes all property except land or the interest in land.

## 8. Responsibilities and Authorities

a. The Naval Supply Systems Command, Deputy Commander for Contracting Management (NAVSUP 02), is responsible for policies and procedures associated with the Naval Contingency Contracting Program as defined within the scope of this instruction. NAVSUP 02 shall:

(1) Maintain and develop any needed changes to this

instruction and the Naval Contingency Contracting Handbook.

(2) Maintain an available listing of worldwide naval regional buying activities promulgated under reference (e).

(3) Maintain a database of contracting personnel designated under the Naval Contingency Contracting Program. Enclosure (1) details personnel quotas for commands covered under the scope of this instruction.

(4) Assess the need for, and, if necessary, recommend required deviations, waivers, or legislative changes necessary to support declared contingency operations.

(5) Coordinate with the designated lead service component, organic contracting activity, or requiring CINC to provide travel and per them funding and furnish the required equipment and resources necessary to provide contracting support within the contingency theater of operations.

(6) Provide assistance to naval activities, joint commands, CINCS, and DoD agencies in compiling a comprehensive database of reliable and available commercial sources of goods and services, within the theater of operations, needed to sustain contingency operations.

(7) Maintain a central repository of "lessons learned" reports from contingency contracting operations.

b. The Commanding Officer, Naval Regional Contracting Center (NRCC), Naples, is responsible for worldwide program management of the Navy's husbanding services network. CO, NRCC Naples, shall:

(1) Coordinate with respective Navy Regional Contracting Centers and Fleet and Industrial Supply Centers to define and promulgate DoN policy and procedures relative to the award and administration of Navy husbanding services contracts within the scope of existing statute, regulation, and international agreement. Ensure contract vehicles provide for instant support and contain provisions for surge capacity to support contingency operations in the applicable Area of Responsibility (AOR). Navy Regional Contracting Centers and Fleet and Industrial Supply Centers will award and administer husbanding service contracts in their respective AOR.

(2) Coordinate specific requirements for all husbanding services contracts with Unified and Specified CINCS, Fleet Commanders, Type Commanders, and the responsible regional contracting activities.

(3) Maintain and promulgate a worldwide husbanding services contract bulletin summary, on a quarterly basis, to include: contract number; contractor; geographic area of coverage; scope of services available; contractor's representative and contact's

phone, facsimile number and internet address; designated Procuring and Administrative Contracting Officers, designated Contracting Officer's Representative; and period of coverage and general ordering information. NRCC Naples will coordinate with NRCC Singapore to ensure distribution in their respective AOR.

c. The Naval Supply Systems Command, Director of Supply Corps Personnel, Reserve Division (NAVSUP OP2), is responsible for policies and procedures associated with designated Naval Reserve components of the Naval Contingency Contracting Program. NAVSUP OP2 shall:

(1) Coordinate with Commander, Naval Reserve Forces in the establishment and support of the Advanced Base Functional Component Naval Reserve Units and the NAVSUP OCONUS NRCC units for contingency contracting.

(2) Act as the single point of contact in the coordination of a voluntary or involuntary recall of Naval Reserve Supply Corps and supply enlisted personnel in support of contingency contracting operations.

(3) Submit requests for Active Duty for Special Work or One-Year Recall as required for recall of selected reservists for contingency contracting billets.

(4) Coordinate processing recalled selected reserve members through the designated servicing Navy Mobilization Processing Site.

d. Commands and naval activities covered under the scope of this instruction shall:

(1) Identify, appoint, and make known a Naval Contingency Contracting Program coordinator.

(2) Identify qualified personnel to support contingency operations. Command quotas are listed in enclosure (1).

(3) Maintain and provide to NAVSUP 02 a current listing of personnel assigned under the auspices of the Naval Contingency Contracting Program. Commands shall provide the following information for each assigned individual (ensure compliance with 5 U.S.C 6311, Privacy Act):

- (a) Full name as listed on U.S. passport
- (b) Rank/Grade; Subspeciality code, MOS or occupational series (e.g., 1306P or GS-1102)
- (c) Social Security Number
- (d) Current DAWIA certification level
- (e) Current warrant level
- (f) Current billet
- (g) Sex
- (h) Religion
- (i) Current and highest held security clearance

- (j) Home mailing address
- (k) Home phone number
- (l) Work phone number
- (m) DoD E-mail and internet address
- (n) Foreign language proficiency (if applicable)
- (o) Relevant experience (if applicable)

(4) Ensure individuals are designated in writing and are made aware of the potentiality of deployment within 72 hours of notice. Enclosure (2) contains a sample letter of designation.

(5) Ensure that the designated personnel receive adequate formal and on-the-job training and meet the DAWIA statutory requirements for warrant authority. Claimant/command quota requirements are listed in enclosure (1) by category of warrant authority. Those designated personnel formally qualified to hold a warrant above the SAT, as delineated in reference (b), need not currently hold a warrant at their respective claimant/command.

(6) Ensure designated personnel receive and maintain current official and Tourist U.S. passports; have a bar-coded Armed Forces ID card (military personnel), and have identification ("dog") tags with chain.

(7) Ensure designated personnel are aware of their personal responsibility for maintaining their immunization and health records, arranging their family and personal lives for a short-notice departure, and making any other personal arrangements as necessary.

(8) Claimants/commands covered under the scope of this instruction will normally fund all costs, with the exception of travel and per diem, associated with preparation and outfitting of personnel designated in the program. NAVSUP will coordinate travel and per diem funding for deploying personnel. Ensure all costs associated with the Naval Contingency Contracting Program are captured and available to Navy for reimbursement.

## 9. Procedures

a. Upon the start of a contingency operation, the unified CINC will forward total force lists generated by the executed OPODER/OPLAN. The CINC will notify the Chairman of the Joint Chiefs of Staff (CJCS) of any shortfall in forces and request transfer of units and designated billets to the CINC's authority. CJCS reviews available forces and in cases where adequate active forces are not available, CJCS recommends military reserve mobilization from the National Command Authority. The President directs involuntary recall of a specified number of reservists and delegates recall authority to the individual service secretaries. Within DoN, Chief of Naval Operations (CNO) will issue direction for mobilization in accordance with the procedures outlined in references (f) and (g)

b. Mobilization of members of the selected reserve to support contingency contracting operations will be coordinated directly by NAVSUP OP2.

c. To satisfy active duty requirements, the unified CINC will normally forward DoN personnel augmentation requirements through the applicable fleet commander to CNO (N3/N4/N5). CNO will validate, prioritize, and approve/disapprove the request. If approved, CNO (N1) will task via naval message the appropriate Marine Corps component, Navy claimant, or command best able to satisfy the skill requirement within a concept of fair share allocation.

d. Formal CNO tasking to the NAVSUP for active duty military or civilian contracting personnel to support contingency operations shall be considered as a tasking under the Naval Contingency Contracting Program. As such, the augment responsibility is applicable to those claimants and commands included in the scope of this instruction.

e. If tasked, NAVSUP 02 will make all possible attempts to satisfy the augmentation requirement with in-theater assets of the applicable regional contracting activity. Absent available or sufficient resources, NAVSUP 02 will notify the respective claimant or command coordinator of the specific requirement. The specified command coordinator will then effect the detail of one or more personnel designated under the program.

f. Personnel details will be made on a voluntary basis when time permits and if skill, experience, or other unique requirements are not a factor. Absent those factors, details will be made on a fair share basis. The rotation will be based on the current number of authorized military contracting billets within those claimants within the scope of the Naval Contingency Contracting Program. Under normal circumstances, NAVSUP will provide two personnel for every one nonvoluntary assignment made by other claimants/commands listed in enclosure (1). Sequence and timing of the individual details will be determined by the assigned claimant coordinators.

g. Nonvoluntary details of multiple personnel will be dispersed between commands to preclude any adverse impact on the contracting mission of the affected organization. Commands identified in enclosure (1) would not normally provide more than one concurrent, nonvoluntary augmentee unless the total program requirement exceeds the number of commands covered under the scope of this instruction.

h. Personnel details will normally coincide with the time period specified by the requesting CINC and as verified and approved by CNO. Active duty military and civilian personnel details under the scope of this program will not exceed 179 days.

i. NAVSUP, as program sponsor, will retain ultimate authority and responsibility for the process of detailing personnel assigned



to the Naval Contingency Contracting Program.

10. Action. This instruction is effective upon receipt and shall remain in effect unless it is specifically modified or canceled.



R. M. MOORE  
Commander

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NAVAL CONTINGENCY CONTRACTING PROGRAM ASSIGNMENTS

The below listed claimants/commands shall maintain a current assignment of active duty military and Navy civilian contracting personnel available for support of a contingency contracting operation. Individual command assignment quotas are indicated by warrant levels. Commands may assign an individual to fulfill both quotas as indicated below. Except as noted, at least half (50 percent) of assigned quota must be active duty military personnel.

CLAIMANT/COMMAND	QUALIFIED TO HOLD A WARRANT ABOVE THE SAT <sup>1</sup>	QUALIFIED TO HOLD A WARRANT UP TO THE SAT <sup>1</sup>	MINIMUM TOTAL PERSONNEL <sup>3</sup>
NAVAIR	4	4	5
NAVSEA	4	4	5
NAVICP	2	4	4
NRCC Naples	1	1	2
NRCC Singapore	1	1	2
FISC Jacksonville	1	1	2
FISC Norfolk <sup>2</sup>	4	6	5
FISC Puget Sound	1	1	2
FISC San Diego <sup>2</sup>	2	4	4
FISC Pearl Harbor	1	1	2
FISC Yokosuka	1	1	2
TOTALS:	22	28	35

Note 1. Simplified Acquisition Threshold of \$100,000.

Note 2. At least 25 percent of total quota (SAT & >SAT) shall be active duty military.

Note: 3. Demonstrates one or more individuals is qualified to fulfill one quota in both categories.

SAMPLE LETTER

4230  
Ser  
Date

From: Commanding Officer, Fleet and Industrial Supply Center,  
To: Commander John K. Doe, SC, USN, 123-45-6789/3100

Subj: APPOINTMENT TO NAVAL CONTINGENCY CONTRACTING PROGRAM

Ref: (a) NAVSUPINST 4230.37 Series  
(b) Naval Contingency Contracting Handbook

1. Pursuant to reference (a), you are hereby designated as a primary member of the Naval Contingency Contracting Program for FISC\_\_\_\_\_. Under this program, you are on notice to be fully prepared for rapid deployment within 72 hours of notification.

2. You are responsible for ensuring your passport, immunization and health records are current, as well as for arranging your personal life for a short-notice departure. The FISC \_\_\_\_\_ program coordinator will assist as necessary in this endeavor. Reference (b) provides specific information regarding deployment preparations and in-theater operations.

3. You are to contact the program coordinator immediately if at any time you are unable to meet your potential obligations under this program.

4. The Naval Contingency Contracting Program coordinator at FISC is CDR \_\_\_\_\_ at (201) 555-4000. Overall program coordinator is NAVSUP 02X. Phone number is DSN 430-6435, or commercial (717) 790-6435. Fax number is (717) 790-4040.

H. E. PALM

Copy to:  
SUP 02  
Service Record

John K. Doe  
Acknowledged 1 Oct 1995  
John K. Doe  
CDR, SC, USN